

AGENDA ITEM 14: Authorization to Executive Director for approval of Economic Sustainability Plan contract

Prepared by: Natasha Nelson

Presented by: Erik Vink

Requested Action: **Consider one-time authorization for Executive Director to execute a contract for an amount not to exceed \$150,000 (Economic Sustainability Plan update - agriculture section)**

Background: Public Resources Code section 29759 requires the Commission to prepare and adopt an Economic Sustainability Plan (ESP), and Public Resources Code section 29761.5(a) allows the Commission to consider whether to update of the Plan every five years. The Commission adopted the ESP in January 2012. In Fiscal Year 16-17, the Commission was provided \$150,000 of supplemental funding for an ESP update focused on agriculture.

General Executive Director Signature Delegation Authority was approved at the June 27, 2013 meeting of the Commission. All contracts requiring approval of the Department of General Services in excess of \$100,000 shall first be approved by the Commission. Commission staff have drafted a Request for Offer (RFO) that will be used to advertise immediately following the May 18, 2017 Commission meeting. This contract will follow standard State contracting requirements, templates, and processes.

In a normal procedure for a contract in excess of \$100,000, Commission staff would release a RFO, evaluate proposals and recommend the award of a contract to the Commission for approval. Given the time-critical nature of the proposed contract for the ESP update work (contract funds must be obligated by June 30, 2017) and the Commission's meeting schedule (the next regularly-scheduled Commission meeting is July 20, 2017), it is requested that the Commission provide a one-time authorization now to its Executive Director to execute a contract for an ESP update in an amount not to exceed \$150,000.

The following outlines a proposed schedule for the release of the RFO and award of a contract:

Event	Date
1. Commission approves delegation not to exceed \$150,000	May 18, 2017
2. Release of RFO	May 19, 2017
3. State Review of Offers Completed	June 16, 2017
4. Contract funds obligated	no later than June 30, 2017

If the Commission wishes to maintain greater input into the selection of the consultant, it may appoint one or two of its members to help review and evaluate proposal offers received by the Commission.

Request: Authorize the Executive Director to offer, negotiate and execute a consultant contract not to exceed \$150,000 that substantially conforms to the Scope of Work (attached) regarding the update of the ESP agriculture section.